



**STATE OF CONNECTICUT  
DEPARTMENT OF SOCIAL SERVICES  
JOB OPPORTUNITY**

**SECRETARY 2**

**Posting Date: October 23, 2012**

**Closing Date: October 30, 2012**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

The Department of Social Services Division of Health Services/Dental Unit is presently recruiting to fill a **Secretary 2** position located at its Central Office in Hartford, CT.

**Open To: State Employees**

**Position: Secretary 2 – Position Number 103092  
(NP-3 Administrative Clerical Bargaining Unit)**

**Location: 25 Sigourney Street Office  
Hartford, CT 06106**

**Salary Range: \$42,755.00 - \$55,910.00 Annually - (Salary Grade CL16)**

**DUTIES & RESPONSIBILITIES:** Responsible for a full range of secretarial duties to include but not limited to: typing, editing, filing, composition of complex correspondence, report writing, complex processing, telephone work and other related duties as assigned.

1. **TYPING:** Using a typewriter, word processor, or other automated equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems. Organizes and maintains files (including confidential files). Maintains, updates and reviews manuals and reference materials.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).
5. **INTERPERSONAL:** Greets and directs visitors. Answers phones and takes messages. Answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g., appropriate referrals, general purpose of the unit).

6. **PROCESSING:** Scans correspondence; pulls and attaches related materials. Reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment). Writes minutes of meetings, lectures, conferences, etc. from rough draft. Takes notes using shorthand, speedwriting or machine transportation. Prepares expense accounts. Makes travel arrangements
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment. Orders supplies when necessary. Completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.) Maintains time and attendance records. Performs related duties as required.

#### **MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policy and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

**EXPERIENCE & TRAINING:** General Experience: Two (2) years of experience above the routine clerk level in office support or secretarial work.

**SUBSTITUTION ALLOWED:** College training in the secretarial sciences may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

The incumbent performs a variety of secretarial duties in the following areas as illustrated:

**Note:** Priority consideration will be given as required to mandatory candidates on current Reemployment / SEBAC Lists. Applications will be accepted from candidates and state employees who have taken and passed the current examination for Secretary 2 exam number 912010 and from state employees who have attained permanent status as a Secretary 2.

**APPLICATION PROCEDURE:** To apply you must submit an original fully completed and signed State of Connecticut Application (Form CT-HR-12) in order to be considered for an interview. The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records. **Do not mail a copy of your application form if you have faxed the materials.** Please mail or fax your completed original State of Connecticut Application (Form CT-HR-12) and a Resume to:

**Maria Taylor, Principal Human Resources Specialist**  
**Department of Social Services**  
**25 Sigourney Street, Hartford, CT 06106**  
**Fax: (860) 951-2979**

**APPLICATIONS MUST BE RECEIVED ON BY TUESDAY OCTOBER 30, 2012**  
**An Equal Opportunity / Affirmative Action Employer**